

# Guidance For Filling-Out An Application For An Earthmoving Permit

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The Application For An Earthmoving Permit Is At The End Of This Guidance

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## Section 1 – Applicant Information

Submit the **Appropriate Fee** for your Earthmoving Permit application, according to the following:

- If total surface area disturbed is 0.1 acre to less than 1 acre, submit \$75.
- If total surface area disturbed is 1 acre or more, submit \$36/acre plus \$110 per site

**Make checks payable to “Maricopa County Environmental Services Department” or “M.C.E.S.D.”**

A **Responsible Official** is one of the following:

- For a corporation, a corporate officer or any other person who performs similar policy or decision making functions for the corporation, or a duly authorized representative of such person, if the representative is responsible for the earthmoving operations in the subject application. Delegation of authority to such representative shall be approved in advance by the permitting authority.
- For a partnership or sole proprietorship, a general partner or the proprietor, respectively.
- For a municipality, state, Federal, or other public agency, the principle executive officer or ranking elected official of that entity.

## Section 2 – Project Information – Drawing

Section 2 – Project Information – Drawing is self-explanatory. However, please remember, when calculating the amount of disturbed area for trenching, include the dimensions of the trench, stockpiling areas, and staging areas.

## Section 3 – Dust Control Plan

An Earthmoving Permit must contain a **Dust Control Plan**. You may fill-out Section 3 of the Application For An Earthmoving Permit and submit it as your Dust Control Plan or you may write your own Dust Control Plan describing all control measures to be used during the project and submit it as your Dust Control Plan.

**Water:** Sources of fugitive dust, listed in Section 3, that include “Apply water” as a control measure require specifics about water availability and water application. If you choose to apply water as a control measure, you must fill-in the blanks, under both Water Availability and Water Application. For Water Availability, indicate which of the following will be utilized: water storage tank on-site; metered hydrant on-site; water not on-site, describe water source and state the distance from site to water source; water provided through irrigation; other – specify source. For Water Application, indicate which of the following will be utilized: apply water using a water truck – state number of trucks and number of gallons per truck; apply water using hoses; apply water using sprinklers.

**Dust Suppressants:** If you choose the control measure “dust suppressant(s) other than water”, you must describe the method of dust suppressant(s) application. Express frequency in terms of how often the surface will receive a complete application of dust suppressant(s) (i.e., the frequency may be three applications per day). Express intensity in units such as gallons per minute. Also, include as an attachment:

- Product specifications or label instructions for approved usage
- Information on environmental impacts and approvals or certifications related to appropriate and safe use for ground application

## Continued - Guidance For Filling-Out

# An Application For An Earthmoving Permit

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## Continued - Section 3 – Dust Control Plan

**Describing Major Project Phases:** You may use the Project Information Drawing in Section 2 to show the various project phases, along with a time line depicting relative start and stop times. Indicate on the line provided for describing major project phases that you have shown the various project phases on the Project Information Drawing.

**Bulk Material Handling And Hauling:** Rule 310 defines “bulk material handling, storage, and/or transporting operation” as the use of equipment, haul trucks, and/or motor vehicles, such as but not limited to the loading, unloading, conveying, transporting, piling, stacking, screening, grading, or moving of bulk materials, which are capable of producing fugitive dust at an industrial, institutional, commercial, governmental, construction, and/or demolition site. When designing your Dust Control Plan, you must choose control measures for all bulk material handling and bulk material hauling that you will do onsite within the boundaries of the work site and that you will do off-site onto paved public roadways.

**Open Storage Piles:** The control measure options for open storage piles are included with bulk material handling control measure options, because an open storage pile is any accumulation (by stacking, loading, and unloading) of bulk material with a 5% or greater silt content that in any one point attains a height of 3 feet and covers a total surface area of 150 square feet or more. If you choose to construct wind barriers around open storage piles, as a control measure, you must construct the wind barriers around three sides of the open storage pile. The sides’ length must be no less than equal to the length of the pile; the sides’ distance from the pile must be no more than twice the height of the pile; the sides’ height must be equal to the pile height, and the material of which the sides are made must be no more than 50% porous.

**Spillage, Carry-Out, Erosion, And/Or Trackout:** Rule 310, Subsection 308.3(b) requires spillage, carry-out, erosion, and/or trackout to be cleaned up at least at the end of the work day and immediately, if it extends more than 50 feet along a paved public roadway. You must specify, on the Dust Control Plan for any site that exits onto a paved public road, the control measures that you will use for both immediate clean-up and after-the-work-day clean-up.

**Weed Abatement By Discing Or Blading:** Watering, both prior to and during weed abatement by discing or blading, has been pre-designated as the primary control measure, since both are required by Rule 310, Subsection 308.8. You must choose a contingency control measure and at least one control measure to be implemented following weed abatement by discing or blading.

**Vegetative Ground Cover:** If you choose to “Establish vegetative ground cover” as a control measure, you must comply with the standards in Rule 310, Subsection 302.3:

- Maintain a flat vegetative cover (i.e., attached (rooted) vegetation or unattached vegetative debris lying on the surface with a predominant horizontal orientation that is not subject to movement by wind) that is equal to at least 50%; or
- Maintain a standing vegetative cover (i.e., vegetation that is attached (rooted) with a predominant vertical orientation) that is equal to or greater than 30%; or
- Maintain a standing vegetative cover (i.e., vegetation that is attached (rooted) with a predominant vertical orientation) that is equal to or greater than 10% and where the threshold friction velocity is equal to or greater than 43 cm/second when corrected for non-erodible elements; or
- Maintain a percent cover that is equal to or greater than 10% for non-erodible elements.

**Surface Gravel, Recycled Asphalt, Or Other Suitable Material:** If you choose to “Apply and maintain surface gravel, recycled asphalt, or other suitable material” as a control measure for unpaved haul/access roads, you must comply with the standards in Rule 310, Subsection 302.2:

- Do not allow visible dust emissions to exceed 20% opacity and either do not allow silt loading to be equal to or greater than 0.33 oz/ft<sup>2</sup> or do not allow silt content to exceed 6%.

If you choose to “Apply and maintain surface gravel, recycled asphalt, or other suitable material” as a control measure for unpaved parking lots, you must comply with the standards in Rule 310, Subsection 302.1:

- Do not allow visible fugitive dust emissions to exceed 20% opacity and either do not allow silt loading to be equal to or greater than 0.33 oz/ft<sup>2</sup> or do not allow silt content to exceed 8%.



## Application For An Earthmoving Permit

In order for Maricopa County to process an application for an Earthmoving Permit, all questions must be answered and the appropriate fee must be submitted.

FOR OFFICE USE ONLY	
Dist #	_____
NOV #	_____
Permit #	_____
Date Issued	_____
Fee Paid	_____
Approved By	_____

### Section 1 – Applicant Information

#### 1. Applicant Must Be One Of The Following

**Check All That Apply:**

Property Owner \_\_\_\_\_ Developer \_\_\_\_\_ General/Prime Contractor \_\_\_\_\_ Lessee \_\_\_\_\_

#### 2. Legal Business Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

#### 3. Property Owner/Developer, If Not Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Contact Person: \_\_\_\_\_

#### 4. Primary Project Contact: \_\_\_\_\_

Title: \_\_\_\_\_ Company Name: \_\_\_\_\_

Pager #: \_\_\_\_\_ Mobile #: \_\_\_\_\_ On-Site #: \_\_\_\_\_

#### 5. Signature of a Responsible Official of the Applicant:

I hereby certify that, based on information and belief formed after reasonable inquiry, the statements and information in the Application For An Earthmoving Permit, including Section 1-Applicant Information, Section 2-Project Information-Drawing, and Section 3-Dust Control Plan, are true, accurate, and complete.

**A Responsible Official of the Applicant is the person who will be contacted or named in any enforcement action initiated by the Maricopa County Environmental Services Department or the Office of the Maricopa County Attorney.**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

## Section 2 – Project Information-Drawing

**6. Type Of Project. Check All That Apply.**

- ☐ Residential    ☐ Commercial/Industrial    ☐ Trenching    ☐ Site Preparation/Land Development  
☐ Weed Control    ☐ Demolition    ☐ Import/Export(only)    ☐ Road Work

**7. Project Street Address:** \_\_\_\_\_  
**City/Zip:** \_\_\_\_\_

**8. Nearest Major Intersection:** \_\_\_\_\_

**9. Legal Description (From Phoenix Metropolitan Map Book):**

Township: \_\_\_\_\_ Range: \_\_\_\_\_ Section: \_\_\_\_\_

**10. Size Of Area, In Acres, That Will Be Disturbed During The Duration Of This Permit, Including Staging And Stockpile Areas:** \_\_\_\_\_

**11. Project Start Date:** \_\_\_\_\_

**12. Does The Project Include Renovation Or Demolition Activities? Yes \_\_\_\_\_ No \_\_\_\_\_**

**Renovation Or Demolition Activities:** All facilities scheduled for renovation or demolition must be inspected by a certified Asbestos Hazard Emergency Response Act (AHERA) accredited asbestos building inspector. You must keep a copy of any reports of inspections, including laboratory test results of samples collected, for 2 years.

**NESHAP** stands for national emission standards for hazardous air pollutants. National emission standards for hazardous air pollutants are described in 40 Code Of Federal Regulations (CFR) Part 61 and Part 63 (1998). If your facility is scheduled for renovation or demolition and is subject to the requirements of these Federal regulations, you must attach, to your Application For An Earthmoving Permit, a copy of the 10-day NESHAP notification.

Is Asbestos Present? \_\_\_\_\_

AHERA Determination Made By: \_\_\_\_\_ Date: \_\_\_\_\_

10-Day NESHAP Notification Submittal Date (Attach Copy Of 10-Day NESHAP Notification): \_\_\_\_\_

Renovation Or Demolition Start Date: \_\_\_\_\_

**An Earthmoving Permit will not be issued, unless a drawing is submitted. Attach a separate page (8 ½" x 11") with a drawing showing all of the following elements:**

- Entire project site boundaries
- Acres to be disturbed with linear dimensions
- Nearest public roads
- North arrow
- Planned exit locations onto paved public roadways

## Section 3 – Dust Control Plan

- Put a check (✓) in the box in front of all the following sources of fugitive dust that you anticipate from your project.
- Write the letters “NA” in the box in front of all the following sources of fugitive dust that you do not anticipate implementing during your project.
- Unless already pre-designated, write the letter “P”, for primary control measures that you will implement during your project, on the line in front of at least one of the listed control measures or work practices, under each checked box/source of fugitive dust. The control measures pre-designated with the letter “P” are required to be implemented.
- Write the letter “C”, for contingency control measures that you will implement during your project, on the line in front of at least one of the listed control measures or work practices, under each checked box/source of fugitive dust.

### ☐ **Unpaved Haul/Access Roads:**

- ☐ Limit vehicle speed to 15 miles per hour or less and limit vehicular trips to no more than 20 per day. If this is chosen as the primary control measure, indicate number of vehicles traveled on haul roads: \_\_\_\_\_
- ☐ Apply water at a frequency and intensity to comply with Subsection 302.2 in Rule 310 (See Guidance-“Water”)  
Water Availability: \_\_\_\_\_  
Water Application: \_\_\_\_\_
- ☐ Pave
- ☐ Apply and maintain surface gravel, recycled asphalt, or other suitable material so that the area meets the silt loading and silt content limits of Subsection 302.2 in Rule 310 (See Guidance-“Surface Gravel, Recycled Asphalt, Or Other Suitable Material”)
- ☐ Apply and maintain dust suppressant(s) other than water using \_\_\_\_\_ at a frequency of \_\_\_\_\_ and an intensity of \_\_\_\_\_ (See Guidance-“Dust Suppressants” )
- ☐ Other: \_\_\_\_\_

### ☐ **Disturbed Surface Areas – Before Dust Generating Operations Occur:**

- ☐ Pre-water site to the depth of cuts (See Guidance-“Water”)  
Water Availability: \_\_\_\_\_  
Water Application: \_\_\_\_\_
- ☐ Phase work to reduce the amount of disturbed surface area at any one time. Describe major project phases (See Guidance-“Describing Major Project Phases”)  
\_\_\_\_\_
- ☐ Other: \_\_\_\_\_

### ☐ **Disturbed Surface Areas – During Dust Generating Operations:**

- ☐ Apply water (See Guidance-“Water”)  
Water Availability: \_\_\_\_\_  
Water Application: \_\_\_\_\_
- ☐ Apply and maintain dust suppressant(s) other than water using \_\_\_\_\_ at a frequency of \_\_\_\_\_ and an intensity of \_\_\_\_\_ (See Guidance-“Dust Suppressants”)
- ☐ Construct fences or 3 foot - 5 foot high wind barriers with 50% or less porosity (in combination with one of the above)  
Show locations on drawing in Section 2.
- ☐ Cease operations (as a contingency control measure only)
- ☐ Other: \_\_\_\_\_

☐ **Disturbed Surface Areas – Temporary Stabilization**

**Including Weekends, After Work Hours, Holidays, And Periods Up-To 8 Months:**

- ☐ Apply water (See Guidance-“Water”) or other dust suppressant (See Guidance-“Dust Suppressants”) in sufficient quantity and frequency to establish and maintain a visible crust.  
Water Availability: \_\_\_\_\_  
Water Application: \_\_\_\_\_
- ☐ Establish vegetative ground cover that complies with Subsection 302.3 in Rule 310 (See Guidance-“Vegetative Ground Cover”)  
Describe vegetative ground cover: \_\_\_\_\_
- ☐ Restrict vehicular access in combination with one of the above
- ☐ Other: \_\_\_\_\_

☐ **Disturbed Surface Areas – Permanent Stabilization**

**Required Within 8 Months Of Ceasing Dust Generating Operations:**

- ☐ Restore area such that the vegetative ground cover and soil characteristics are similar to adjacent or nearby undisturbed native conditions
- ☐ Establish vegetative ground cover that complies with Subsection 302.3 in Rule 310 (See Guidance-“Vegetative Ground Cover”)  
Describe vegetative ground cover: \_\_\_\_\_
- ☐ Pave or apply gravel
- ☐ Apply and maintain dust suppressant(s) other than water using \_\_\_\_\_ at a frequency of \_\_\_\_\_ and intensity of \_\_\_\_\_ (See Guidance-“Dust Suppressants”)
- ☐ Other: \_\_\_\_\_

☐ **Trackout From Work Sites**

**With 2 Acres Or More Of Disturbed Surface Area Or With 100 Cubic Yards Or More Of Bulk Material Hauled On Or Off Site Per Day:**

- ☐ Install a grizzly or wheel wash system at all access points
- ☐ At all access points, install a gravel pad at least 30 feet wide, 50 feet long, and 6 inches deep
- ☐ Pave starting from the point of intersection with a paved public roadway and extending for a centerline distance of at least 100 feet and a width of at least 20 feet
- ☐ Other: \_\_\_\_\_

☐ **Spillage, Carry-Out, Erosion, And/Or Trackout:**

**If Extending More Than 50 Feet Along A Paved Public Roadway,**

**Implement IMMEDIATELY:**

- ☐ Operate a street sweeper or wet broom with sufficient water, if applicable, at the speed recommended by the manufacturer
- ☐ Manually sweep-up deposits
- ☐ Other (describe in detail): \_\_\_\_\_

**If Extending Less Than 50 Feet Along A Paved Public Roadway,**

**Implement NO LATER THAN THE END OF THE WORK DAY:**

- ☐ Operate a street sweeper or wet broom with sufficient water, if applicable, at the speed recommended by the manufacturer
- ☐ Manually sweep-up deposits
- ☐ Other (describe in detail): \_\_\_\_\_

☐ **Vehicle Use In Open Areas:**

- ☐ Restrict trespass by installing signs
- ☐ Install physical barriers such as curbs, fences, gates, posts, signs, shrubs or trees to prevent access
- ☐ Other: \_\_\_\_\_

☐ **Unpaved Parking Lots:**

- ☐ Apply water at a frequency and intensity to comply with Subsection 302.1 in Rule 310 (See Guidance-“Water”)  
Water Availability: \_\_\_\_\_  
Water Application: \_\_\_\_\_
- ☐ Apply and maintain gravel, recycled asphalt, or other suitable material such that the area meets the silt loading and silt content limits of Subsection 302.1 in Rule 310 (See Guidance-“Surface Gravel, Recycled Asphalt, Or Other Suitable Material”)
- ☐ Pave
- ☐ Apply and maintain dust suppressant(s) other than water using \_\_\_\_\_ at a frequency of \_\_\_\_\_ and an intensity of \_\_\_\_\_ (See Guidance-“Dust Suppressants”)
- ☐ Other: \_\_\_\_\_

☐ **Bulk Material Handling And Open Storage Piles:**  
(Choose Primary Control Measure And Secondary Control Measure  
For Each Of The Following 2 Situations):

**During Stacking, Loading, And Unloading Operations:**

- ☐ Apply water at a frequency and intensity so as not to exceed 20% opacity (See Guidance-“Water”)  
Water Availability: \_\_\_\_\_  
Water Application: \_\_\_\_\_
- ☐ Other (describe in detail): \_\_\_\_\_  
\_\_\_\_\_

**When Not Conducting Stacking, Loading, And Unloading Operations:**

- ☐ Cover open storage piles with tarps, plastic, or other material
- ☐ Apply water to maintain a soil moisture content at a minimum of 12% or 70% of the optimum moisture content for compaction (See Guidance-“Water”)  
Water Availability: \_\_\_\_\_  
Water Application: \_\_\_\_\_
- ☐ Apply water as needed to establish and maintain a visible crust (See Guidance-“Water”)  
Water Availability: \_\_\_\_\_  
Water Application: \_\_\_\_\_
- ☐ Maintain a threshold friction velocity of at least 100 cm/sec
- ☐ Maintain vegetative cover meeting one of the requirements of Subsection 302.3 in Rule 310 (See Guidance-“Vegetative Ground Cover”)
- ☐ Construct wind barriers (See Guidance-“Open Storage Piles”). This control measure must be used in combination with at least one of the above control measures, except covering.
- ☐ Other: \_\_\_\_\_

☐ **Bulk Material Hauling On-Site Within The Boundaries Of The Work Site:**

- P** Load all haul trucks such that the freeboard is not less than 3 inches; and  
Prevent spillage or loss of bulk material from holes or other openings in the cargo compartment's floor, sides, and/or tailgates; and  
Install a trackout control device that removes particulate matter from tires and the exterior surfaces of haul trucks and/or motor vehicles that traverse the work site
- ☐ Limit vehicular speeds to 15 miles per hour or less while traveling on the work site
- ☐ Apply water to the top of the load (See Guidance-"Water")  
Water Availability: \_\_\_\_\_  
Water Application: \_\_\_\_\_
- ☐ Cover haul trucks with a tarp or other suitable closure
- ☐ Other: \_\_\_\_\_

☐ **Bulk Material Hauling Off-Site Onto Paved Public Roadways:**

- P** Cover haul trucks with a tarp or other suitable closure; and  
Load all haul trucks such that the freeboard is not less than 3 inches; and  
Prevent spillage or loss of bulk material from holes or other openings in the cargo compartment's floor, sides, and/or tailgate(s); and  
Before the empty haul truck leaves the site, clean the interior of the cargo compartment or cover the cargo compartment
- ☐ Other: \_\_\_\_\_

☐ **Earthmoving Operations On Disturbed Surface Areas 1 Acre Or Larger:**

- ☐ Apply water, while conducting earthmoving operations (See Guidance-"Water")  
Water Availability: \_\_\_\_\_  
Water Application: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

☐ **Weed Abatement By Discing Or Blading:**

- P** Pre-water site and apply water, while weed abatement by discing or blading is occurring (See Guidance-"Water")  
Water Availability: \_\_\_\_\_  
Water Application: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

**Choose At Least One Of The Following, As A Primary Control Measure, To Be Implemented Following Weed Abatement By Discing Or Blading:**

- ☐ Pave
- ☐ Apply gravel to establish and maintain either a threshold friction velocity of at least 100 cm/sec or a cover of at least 10% non-erodible elements
- ☐ Apply water (See Guidance-"Water") or other dust suppressant (See Guidance-"Dust Suppressants") to establish and maintain a visible crust  
Water Availability: \_\_\_\_\_  
Water Application: \_\_\_\_\_
- ☐ Establish vegetative ground cover meeting one of the requirements of Subsection 302.3 of Rule 310 (See Guidance-"Vegetative Ground Cover")
- ☐ Other: \_\_\_\_\_